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1984

# Center for the Study of Administration Off-Campus Masters Program Schedule-Block I, January-March 1984

Nova University

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# Nova University

CENTER FOR THE STUDY OF ADMINISTRATION

3301 College Avenue, Fort Lauderdale, Florida 33314 • 305/475-7300

BLOCK I, JANUARY - MARCH 1984

## OFF-CAMPUS MASTER'S PROGRAMS SCHEDULE

MBA, HRM, MPA, MSCJ

MASTER OF BUSINESS ADMINISTRATION  
MASTER OF PUBLIC ADMINISTRATION  
MS/HUMAN RESOURCE MANAGEMENT  
MS/CRIMINAL JUSTICE  
MS/ACCOUNTING

REGISTRATION PERIOD  
Contact Local Cluster  
Coordinator for  
registration information

Nova University  
3301 College Avenue  
Ft. Lauderdale, FL 33314

### TELEPHONES

Admissions/Counseling  
(305) 475-7689  
475-7646  
Florida Watts:  
(800) 432-5021 EXT. 7646

WEEKEND SESSION	SEQUENCE I	SEQUENCE II	CLASS/SECTION/TIME
FIRST	Jan. 6 - 7	Jan. 13 - 14	Early: Friday 6- 8 PM
SECOND	Jan. 20 - 21	Jan. 27 - 28	Saturday 8-12 Noon
THIRD	Feb. 10 - 11	Feb. 17 - 18	
FOURTH	March 2 - 3	March 9 - 10	Late: Friday 8:15-10:15PM
FIFTH	March 16 - 17	March 23 - 24	Saturday 1-5 PM
			NOTE: Second letter of section indicates early or late

\*MID-TERM EXAMS FOR SEQUENCE I CLASSES WILL BE HELD SATURDAY, FEB. 11, 1984, AS APPLICABLE

\*MID-TERM EXAMS FOR SEQUENCE II CLASSES WILL BE HELD SATURDAY, FEB. 18, 1984, AS APPLICABLE

### KEY TO ABBREVIATION FOR MASTER'S COURSES

CR-Required, Core Course  
EL-Elective  
HR-Required, HRM Program

MB-Required, MBA Program  
MP-Required, MPA Program  
PP-Program Prerequisite  
CJ-Criminal Justice Program

NOTE: COURSES REQUIRED FOR ONE PROGRAM MAY BE TAKEN AS AN ELECTIVE IN ANOTHER PROGRAM

STUDENTS DESIRING A SPECIALIZATION SHOULD TAKE ALL ELECTIVES IN THEIR AREA OF CONCENTRATION!

### PROGRAM UPDATE

The Center for the Study of Administration programs are now being delivered in the following states in addition to Florida: Alabama, California, Illinois, Indiana, Iowa, Missouri, Pennsylvania, Texas, Utah, Virginia, Washington (state), and Wyoming. Development activities are currently underway in Arizona, Colorado, and North Carolina. As our network in the master's and doctoral programs grows, so does our ability to serve the professional development needs of current students who may face company transfers prior to completing their degrees, as well as the training and development needs of national corporations which may be met by our programs in multiple locations. Our Florida network of locations should be complete by mid 1984 with teaching sites in 15 cities from Tallahassee in North Florida to the Kendall area in Southwest Dade County.

We have now begun our 1983-84 self-study of the University as part of the ten year SACS reaffirmation of accreditation. Most of you by now will have participated in phase one of the self-study process by completing a student questionnaire dealing with academic and organizational aspects of our program. The aim of the self-study process is to encourage continued program improvement. We intend to act upon as many of the recommendations as possible as they are presented to ensure that we continue to meet your professional development needs and at the same time maintain sound academic offerings with appropriate quality controls. As always, your faculty are enthusiastically responding to this challenge.

We in the program office wish you a healthy and prosperous New Year and sincerely hope that you enjoy the holiday season.

Neuman F. Pollack  
Center Director



BOCA RATON/MITEL-MBASEQUENCE ICLUSTER COORDINATOR

## Meeting at:

Mitel Corporation  
Training Classroom  
5400 Broken Sound Blvd.  
Boca Raton, FL 33431

Mr. Al Valzone  
Mitel Corporation  
5400 Broken Sound Blvd., N.W.  
Boca Raton, FL 33431  
H: (305) 395-3973

GMP: 5060 CE

Managerial Accounting

GMP: 5572 BL

Marketing New Products

BOCA RATON/MITEL II-MBASEQUENCE IICLUSTER COORDINATOR

## Meeting at:

Mitel Corporation  
Training Classroom  
5400 Broken Sound Blvd.  
Boca Raton, FL 33431

Vicki Catsimpiris  
7702 SW 8th Street  
N. Lauderdale, FL 33068  
H: (305) 721-5490 or 9568

GMP: 5010 CE

Environment of Organizations

GMP: 5020 BL

Organizational Behavior and Development

BRADENTON/SARASOTA-MBASEQUENCE IICLUSTER COORDINATOR

## Meeting at:

Manatee Jr. College  
5840 26th Street West  
Bradenton, FL 33507

Mr. Dallas Grover  
1103 Palma Sola Blvd.  
Bradenton, FL 33505  
H: (813) 792-7062

GMP: 5050 CE

Managerial Economics

GMP: 5205 AL

Managerial Environment

CEDAR RAPIDS III-MBA/HRMSEQUENCE IICLUSTER COORDINATOR

## Meeting at:

Kirkwood Community College  
6301 Kirkwood Boulevard  
Cedar Rapids, Iowa 52404

Mr. Bob McDonnell  
269 Highland Drive, N.W.  
Cedar Rapids, Iowa 52405  
H: (319) 365-2194

GMP: 5060 DE

Managerial Accounting

GMP: 5205 BL

Managerial Environment

DAYTONA BEACH-MBASEQUENCE ICLUSTER COORDINATOR

## Meeting at:

Daytona Beach Community  
College, Bldg. #27  
(Allied Health) RM: 117  
Daytona Beach, FL

Mr. Paul Stark  
315 Braddock Avenue  
Daytona Beach, FL 32018  
H: (904) 258-5839  
O: (904) 255-8131 Ext. 700

GMP: 5070 CE

Marketing Management

GMP: 5080 BL

Financial Management

FT. MYERS-MBA/HRMSEQUENCE ICLUSTER COORDINATOR**Meeting at:**

Ft. Myers Business Academy  
2235 1st Street  
Ft. Myers, FL

Mr. Dennis Andrews  
Rt. 2, Box 716  
Ft. Myers, FL 33903  
H: (813) 995-0225  
O: (813) 995-2131

GMP: 5040 CE

Quantitative Methods in Management

GMP: 5550 BL

Sales Management

GAINESVILLE-MBASEQUENCE IICLUSTER COORDINATOR**Meeting at:**

Gainesville High School  
Community Ed. Center  
Classroom B-1  
1900 NW 13th Street

Mr. Ed. Dice  
2919 NW 29 Street  
Gainesville, FL 32605  
H: (904) 378-2329

GMP: 5030 DL

Human Resource Management

GMP: 5040 DE

Quantitative Methods in Management

GILLETTE, WYOMING-MBASEQUENCE ICLUSTER COORDINATOR**Meeting at:**

Campbell County Memorial Hosp.  
Adult Ed. Wing-1st Floor  
Gillette, Wyoming

Emily Matthews  
2401 Whitetail  
Gillette, Wyoming 82716  
O: (307) 682-4035

GMP: 5030 EL

Human Resource Management

GMP: 5040 EE

Quantitative Methods in Management

HIALEAH/MIAMI SPRINGS-MBASEQUENCE ICLUSTER COORDINATOR**Meeting at:**

Chamber of Commerce Bldg.  
59 West 5 Street  
Hialeah, FL

Mr. Larry Malta  
Chamber of Commerce  
59 West 5 Street  
Hialeah, FL 33010  
H: (305) 888-2642  
O: (305) 887-1515

GMP: 5060 BE

Managerial Accounting

GMP: 5070 BL

Marketing Management

LAKELAND-MBA/HRMSEQUENCE IICLUSTER COORDINATOR**Meeting at:**

Lakeland Reg. Med. Center  
1300 Lakeland Hills Blvd.  
1st Floor, Education Dept.  
Classroom 5

Anthony Duruh  
247 Lynnette Place  
Lakeland, FL 33805  
H: (305) 858-6735

GMP: 5050 DE

Managerial Economics

GMP: 5205 CL

Managerial Environment



NORTH PALM BEACH-MBASEQUENCE ICLUSTER COORDINATOR

Meeting at:

Seacoast Utilities  
Training Classroom  
4200 Hood Road  
Palm Beach Gardens, FLMs. Margie Morley  
4225 Linden Avenue  
Palm Beach Gardens, FL  
H: (305) 622-2799

GMP: 5070 DE

Marketing Management

GMP: 5080 CL

Financial Management

OCALA-MBASEQUENCE ICLUSTER COORDINATOR

Meeting at:

Monroe Regional Med. Ctr.  
Conference Classroom  
First Floor  
131 SW 15 Street  
Ocala, FLMs. Nancy Vallario  
P.O. Box 652  
Williston, FL 32696  
H: (904) 528-3867

GMP: 5070 EE

Marketing Management

GMP: 5080 DL

Financial Management

ORLANDO III-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Orlando College  
5500 Diplomat Circle  
Orlando, FLMs. Linda Partin  
102 Canada Avenue  
Altamonte Springs, FL  
H: (305) 831-6521

GMP: 5070 FE

Marketing Management

GMP: 5080 EL

Financial Management

RICHLAND, WA-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Intl. Dunes Rivershore  
50 Comstock  
Richland, WAMs. Joy Rigan  
722 N. Arthur Apt. #C-1  
Kennewick, WA 99336  
H: (509) 783-1903

GMP: 5070 GE

Marketing Management

GMP: 5080 FL

Financial Management

GMP: 5010 GE

Environment of Organizations

GMP: 5020 EL

Organizational Behavior and Development

ROCK SPRINGS, WYOMING-MBASEQUENCE ICLUSTER COORDINATOR

## Meeting at:

Western Wyoming College  
Rock Springs, Wyoming  
Classroom 134-B

Don Gibbony  
Bridger Coal Co.  
P.O. Box 2068  
Rock Springs, Wyoming 82901  
O: (307) 382-9741 Ext. 243

GMP: 5030 FL

Human Resource Management

GMP: 5040 FE

Quantitative Methods in Management

ST. PETERSBURG/CLEARWATER-MBASEQUENCE IICLUSTER COORDINATOR

## Meeting at:

Pinellas Center  
Tampa College  
15000 U.S. 19 South  
Clearwater, FL  
RM #109

Wallace Witham  
217 Temple Lane  
Belleair Bluff, FL 33540  
O: (813) 446-1116  
H: (813) 581-8538 Evenings Only

GMP: 5030 GL

Human Resource Management

GMP: 5040 GE

Quantitative Methods in Management

SALT LAKE CITY, UTAH-MBASEQUENCE IICLUSTER COORDINATOR

## Meeting at:

American Express Co.  
4315 South 2700 West  
Salt Lake City, Utah  
HR Training Classroom

Jack Eisen  
Human Resource Dept.  
American Express  
4315 South, 2700 West  
Salt Lake City, Utah 84184  
O: (801) 965-5956

GMP: 5030 HL

Human Resource Management

GMP: 5040 HE

Quantitative Methods in Management

SOUTH MIAMI-MBA/HRMSEQUENCE IICLUSTER COORDINATOR

## Meeting at:

Baptist Hospital  
Education Classroom  
8900 N. Kendall Avenue  
Miami, FL 23176

Helen DeSautel  
10300 SW 89 Street  
Miami, FL 33176  
H: (305) 271-4300

GMP: 5010 DE

Environment of Organizations

GMP: 5090 BE

Business Policy

GMP: 5240 BL

Advanced Organization Development

TALLAHASSEE-MBASEQUENCE IICLUSTER COORDINATOR

## Meeting at:

Tallahassee Mem. Reg. Ctr.  
Training Classroom  
2nd Floor  
Tallahassee, FL

Robbie Barefield  
2107 Napoleon Bonaparte  
Tallahassee, FL  
H: (904) 877-4020

GMP: 5010 EE

Environment of Organizations

GMP: 5020 CL

Organizational Behavior and Development



TAMPA II-MBA/MPASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Tampa College  
3319 West Hillsborough Ave.  
Tampa, FL  
2nd Floor ClassroomMr. Richard Cipriano  
2711 Grandview Pl.  
Brandon, FL 33511  
H: (813) 685-3200

GMP: 5080 GE

Financial Management

GMP: 5470 AL

Planning, Budgeting, &amp; Control

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TAMPA III-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Tampa College  
3319 West Hillsborough Ave.  
Tampa, FL  
2nd Floor ClassroomMr. Richard Cipriano  
2711 Grandview Pl.  
Brandon, FL 33511  
H: (813) 685-3200

GMP: 5010 FE

Environment of Organizations

GMP: 5020 DL

Organizational Behavior and Development

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TUITION

Graduate tuition is \$375 per course. Tuition for program prerequisite courses is \$300. Students receiving employer reimbursement are expected to pay tuition in advance and secure reimbursement from their employers. Promissory notes for partial payment will be issued only to those students who are waiting for student loans to be processed. Approval to sign promissory notes must be obtained from the Comptroller's Office.

REFUNDS

Refunds are made solely at the option of the University for conditions beyond the student's control. Refunds must be requested in writing on the Add/Drop, Withdrawal Forms. Requests are based on the date of the written request form. When granted, the tuition credit will be as follows: After the first weekend 75%, after the second weekend 50%, then 0%.

TEXTBOOKS

Textbooks are to be purchased through the Cluster Coordinator.

REGISTRATION

Registration is to be made through the Cluster Coordinator.

REGISTRATION  
FEE

A registration fee of \$15 applies to each registration form processed by the University. Include the registration fee with the tuition and other applicable fees.



DAYTONA BEACH-MS/HSSEQUENCE IICLUSTER COORDINATOR

Meeting at:

Daytona Bch. Community College  
Bldg. #27, Allied Health  
Daytona Beach, FLPaul Stark  
315 Braddock Avenue  
Daytona Beach, FL 32018  
H: (904) 258-5839  
O: (904) 255-8131 Ext. 700

GMP: 5460 CE

Administrative Law

GMP: 5011 DL

Community Needs and Social Support Systems

LAKELAND-MS/HSSEQUENCE IICLUSTER COORDINATOR

Meeting at:

Lakeland Reg. Medical Ctr.  
1300 Lakeland Hills Blvd.  
1st Floor, Education Dept.  
Lakeland, FLAnthony Duruh  
247 Lynnette Place  
Lakeland, FL 33805  
H: (813) 858-6735

GMP: 5460 DE

Administrative Law

GMP: 5011 EL

Community Needs and Social Support Systems

MIAMI-MS/HSSEQUENCE ICLUSTER COORDINATOR

Meeting at:

So. Dade Home Health  
7601 Flagler St.  
Miami, FLMarlene Kryvicky  
Nova University-Main Campus  
3301 College Avenue  
Ft. Lauderdale, FL 33314  
O: (305) 475-7555

GMP: 5400 AE

Grants and Contracts

GMP: 5413 AL

Crisis Intervention

ORLANDO IV-MS/HSSEQUENCE ICLUSTER COORDINATOR

Meeting at:

Orlando College  
5500 Diplomat Circle  
(Lee & Interstate 4)  
Orlando, FLSue Churchill  
%Thee Door  
100 W. Columbia Street  
Orlando, FL 32806  
O: (305) 423-6606

GMP: 5460 AE

Administrative Law

GMP: 5011 BL

Community Needs and Social Support Systems

ST. PETERSBURG/CLEARWATER-MS/HSSEQUENCE ICLUSTER COORDINATOR

Meeting at:

Tampa College  
15000 U.S. 19 South  
Clearwater, FLWallace Witham  
217 Temple Lane  
Belleair Bluff, FL 33540  
O: (813) 446-1116  
H: (813) 581-8538 Evenings only

GMP: 5460 BE

Administrative Law

GMP: 5011 CL

Community Needs and Social Support Systems

WEST PALM BEACH-MS/HSSEQUENCE ICLUSTER COORDINATOR

Meeting at:

Conniston Jr. High School  
673 Conniston Rd. @ Parker  
West Palm Beach, FLMarlene Kryvicky  
Nova University-Main Campus  
3301 College Avenue  
Ft. Lauderdale, FL 33314  
O: (305) 475-7555

GMP: 5220 BE

Interpersonal and Intergroup Dynamics

GMP: 5011 AL

Community Needs and Social Support Systems